

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Landfill Systems Specialist	Job Family: 6
General Classification: Front-Line	Job Grade: 26

Definition: To provide technical supervision over assigned landfill systems maintenance personnel; to comply with all current requirements dictated by Federal, State and local agency regulatory programs; and to perform skill-monitoring and maintenance work in any assigned area of responsibility, including: landfill cap; flare and compressor stations; landfill gas wells and pumps; condensate/leachate collection; compressed air distribution system; perimeter probes and perimeter trenches.

Distinguishing Characteristics: This is the advanced journey-level class in the Landfill Systems Technician series. Positions at this level are distinguished from other classes within the series by the higher level of responsibility and increased technical complexity of duties assigned. Besides performing the most difficult types of technical operation and maintenance duties assigned to classes within this series, technical supervision is required over assigned staff. Employees at this level are required to be fully trained, knowledgeable in all procedures related to assigned area of responsibility, and continue to receive advanced training in new and more sophisticated control and operational field-monitoring and testing equipment. This position is not flexibly staffed.

Supervision Received and Exercised: Receives direction from an assigned supervisor and exercises technical supervision over assigned landfill systems personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Act as technical-level staff to train, assist and supervise assigned landfill systems personnel; review quality of work to verify operations and systems to meet regulatory requirements; and instruct as needed when additional training is required.
2. Assist in developing work plans, procedures and schedules related to landfill systems and landfill cap preventative maintenance and repair to maintain regulatory compliance.
3. Ensure required preventative maintenance is performed according to standard operating procedures and documented by all landfill personnel when working on or operating any equipment, machinery and control systems related to flare and air compressor stations, microturbines, generator, landfill gas, leachate/condensate and air systems.

Position Title: Landfill Systems Specialist

Page 2

4. Calibrate all monitoring and recording equipment in conformance with standard operating procedures, including lower explosive limit (LEL) sensors located in all buildings within Shoreline at Mountain View.
5. Responsible for cleaning, repairing and adjusting the electrical control systems, mechanical equipment, pneumatic pumps and various sophisticated electronic instrumentation, including SCADA, Electronic Chart Recorder and LEL sensors; plus the ability to read as-builts and site plans for troubleshooting when necessary.
6. Inspect landfill construction projects and other projects at Shoreline affecting landfill systems and compile field data using the Geographical Positioning System (GPS) information for final as-built drawings; proficiency to include varied equipment, setting calibration, recording points in the field, providing required differential correction and saving information.
7. Prepare and ensure regulatory forms are properly prepared for burrowing owls, a species of special concern, as required by Federal and State regulations.
8. Assist other City staff at Shoreline at Mountain View and contractors working on-site concerning locations of landfill gas control and monitoring systems.
9. Coordinate and train staff on performing emergency repairs.
10. Perform and ensure that adjustments on equipment and landfill systems are appropriate and correct.
11. Assist in ordering supplies and equipment for work projects, maintain receipts of purchases and properly process for payment once supplies are acquired.
12. Assist in developing budget estimates for new and/or replacement equipment.
13. Ability to operate computers with data input and retrieval, making inquiries and other related landfill functions.
14. Perform and ensure maintenance tools and equipment are maintained in proper working order.
15. Assist in design planning and implementation of projects related to gas systems, groundwater pumps and landfill cap.

Position Title: Landfill Systems Specialist

Page 3

16. Assist the Community Services Department and Public Services Division on system repairs, needing the specialized equipment maintained and operated by landfill technicians for pipeline systems repairs.
17. Maintain log of daily activities; produce reports using database, Excel, Word and GPS Pathfinder.
18. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of reviewing and evaluating others' work; principles and practices of landfill gas, air and leachate systems and flare and compressor stations, including electrical systems; equipment related to landfill system maintenance; principles and practices of safety related to areas of assignment; landfill gas, leachate, trenching, shoring, electric and pneumatic safety practices; working in potentially hazardous environment; pertinent department or division rules and procedures; pertinent traffic laws related to areas of assignment.

Ability to: Assign and review the work of others; operate equipment skillfully and safely; perform complex landfill system maintenance duties; perform heavy manual labor; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of experience in landfill gas systems and a minimum of one year in a senior lead position. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior to or within two years of appointment.

Required Licenses or Certificates: Possession of a valid Class C California driver's license, SWANA, MOLO (Manager of Landfill Operations), 40-hour HAZWOPER, HAZWOPER supervisor, Competent Person certified, community college supervisory management certificates are also required.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Position Title: Landfill Systems Specialist

Page 4

Established: October 2003

Revised

CLASS SPECS

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